**DEPARTURE CLEANING PROCESS (DETAIL)**

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| **Step One: Unit Preparation** |
| **Collect trash and place in trash liner** |
| **Strip the Beds and placed all dirty linen in liner** |
| **Collect all dirty towels and placed in liner** |
| **(ALL ITEMS MUST BE IN SEPARATE BAGS)** |
| ***Hall*** |
| **Clean entrance door both sides** |
| **Clean and organize foyer closet** |
| **Clean baseboards** |
| **Clean floor** |

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| **Step Two: KITCHEN** |
| **Remove all kitchen items & wash shelves, drawers & doors** |
| **Place dishes and cups to wash inside dishwasher** |
| **Spray drip pans and pots (inside sink)** |
| **Clean all appliances (coffee maker, toaster, blender, etc.)Wash in front of bar stools and stools** |
| **Wash walls in back of counter area** |
| **Clean refrigerator (under, inside and out)** |
| **Clean telephone** |
| **Clean plate mats** |
| **Check correct inventory** |
| **Step Three: BATHROOMS** |
| **Bathroom cleaning sequence** |
| **Clean shower/bath tubs, doors and track thoroughly** |
| **Clean toilet and walls around** |
| **Clean under rim of toilet thoroughly** |
| **Clean Jacuzzi** |
| **Clean sink and walls around** |
| **Clean all drawers and cabinets including doors** |
| **Clean all doors** |
| **Clean mirrors, light fixtures and bulbs** |
| **Towel presentation** |
| **Replace bathroom amenities** |
| **Sweep and mop floor** |
| **Step Four: BEDROOMS** |
| **Clean ceiling fan** |
| **Clean mirrors, light fixtures and bulbs** |
| **Make beds** |
| **Dust furniture** |
| **Dust lamp shades and light bulbs** |
| **Clean all drawers** |
| **Clean and restock closet** |
| **Clean windows and blinds** |
| **Clean doors** |
| **TV on channel 18** |
| **Vacuum** |
| **Step Five: LIVING ROOM, BAR AND DINING ROOM** |
| **Clean ceiling fan** |
| **Clean under sofa** |
| **Clean all tables (including base)** |
| **Dust all plants** |
| **Dust lamp shades and light bulbs** |
| **Clean TV/DVD cabinet inside and out, remote & plaque (underneath). TV on channel 18** |
| **Clean picture frame -front and top** |
| **Vacuum** |
| ***Bar*** |
| **Clean mirror** |
| **Clean sink and counter** |
| **Clean cabinet inside/out** |
| **Clean wall** |
| ***Dining room*** |
| **Clean light fixture** |
| **Clean table and base** |
| **Clean chairs including legs** |
| **Clean pictures (front & top)** |
| **Step Six: BALCONY/PATIO** |
| **Clean all spider webs from ceiling** |
| **Clean light bulbs** |
| **Clean all chairs & table (use mildew remover is necessary)** |
| **Clean sliding glass door both side including tracks** |
| **Clean screen and frame** |
| **Sweep and mop floor** |
| **Step Seven: LAUNDRY ROOM** |
| **Clean tops and inside of washer/dryer** |
| **Clean both lint's screen** |
| **Remove everything and sweep out** |
| **Clean both doors** |
| **Step Eight : Remove all items from dishwasher** |
| **Step Nine: Mope and finalize unit** |
| **Lock all principal doors** |
| **Turn off all lights and ceiling fan** |
| **MISCELLANEOUS** |
| **Clean curtains rods** |
| **Clean all electrical switches and outlets cover** |
| **Clean all AC vents** |